DOCUMENT RESUME

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ABSTRACT

This document lists those guides most pertinent to service-learning in the collection at the National Service-Learning Cooperative Clearinghouse (NSLCC). Each citation provides bibliographic information, an indication of the type of guide, a program grade level, and the source or sources where the guide can be obtained. If an abstract was available from the ERIC database or the author, it is included. Resources are divided into two sections. Section 1 contains books, reports, and other monographs. Section 2 contains journal articles. To be included in this listing, the following criteria had to be met: (1) a copy of the resource is available for reference by staff members and for cataloging purposes; (2) the resource provides practical or instructive information that can be applied to other situations and can be classified as a guide; (3) the resource's format is print rather than video; (4) the guide as a whole, or in part, directly discusses service-learning; and (5) the resource can be obtained either from the party responsible for producing it or from a secondary source such as a document delivery reprint service. (EH)

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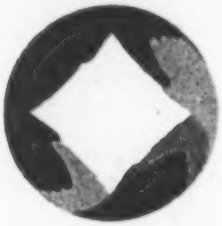

University of Minnesota

1954 Buford Ave., Room R290
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SO 026 600

Guides to Developing Service-Learning Programs

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January 1996

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Guides to Developing Service-Learning Programs

Developed by Gail Klosterman, Library Specialist
National Service-Learning Cooperative Clearinghouse
University of Minnesota

January 1996

Guides to Developing Service-Learning Programs
January 1996

WHO WE ARE AND HOW TO CONTACT US

The National Service-Learning Cooperative Clearinghouse (NSLCC) collects and distributes information about service-learning programs, events, organizations, consultants, and media resources. This information is formatted and stored in a database. We then provide access to this database in several ways:

1. By searching the database in response to individual requests from our toll-free phone line or e-mail.
2. By downloading records to our gopher server for searching and browsing via the Internet (at gopher.nicsl.coled.umn.edu).
3. By selecting database records that match a particular topic or format and publishing the results for general distribution.

NSLCC does not distribute or circulate library resources or the publications of third-party organizations. Instead, we provide contact information for the source that distributes a particular resource, sponsors an event, or implements a program. If you have any questions about our services or this document, please contact us via one of the following:

Toll-free phone:	(800) 808-SERV (7378)
Phone:	(612) 625-6276
Fax:	(612) 625-6277
E-mail:	serve@maroon.tc.umn.edu
Mail:	University of Minnesota, 1954 Buford Ave. Room R290, St. Paul, MN 55108-6197

ABOUT THIS DOCUMENT

This document lists those guides in our collection which are most pertinent to service-learning. Each citation provides bibliographic information, an indication of the type of guide, a program grade level, and the source or sources where the guide can be obtained. If an abstract was available from the ERIC database or the author it is included. The next edition of this document will include a greater number of abstracts as our staff continues to abstract and index materials. The guides included in this document meet the following criteria:

1. NSLCC has a copy of the resource on hand for reference by staff members and for cataloging purposes.
2. The resource provides practical or instructive information which can be applied to other situations, and therefore, is classified as a guide.
3. The resource's format is print rather than video.
4. The guide as a whole, or in part, directly discusses service-learning.
5. The resource can currently be obtained either from the party responsible for producing it or from a secondary source such as a document delivery service.

The NSLCC database contains records about other guides and media resources which are not included in this document. Guides which have not been included because they do not directly discuss service-learning, but do cover closely related topics such as "dropout prevention" or "social action" may be very useful. We can search the database individually to locate additional titles which meet specific puposes. Please call our toll-free number to request a search tailored to individual needs.

The type of guide is assigned as follows: ***Program Development Guides*** are the most comprehensive, containing information about one or more administrative topics as well as information about curriculum and/or service activities. An ***Administrative Guide*** contains information about several administrative topics. Within this type there are several Administrative types which are more specific: - ***Collaboration***, - ***Funding***, - ***Legal Requirements***, - ***Staffing or Training***, and - ***Program Evaluation***. A ***Content Development Guide*** assists in developing curriculum and service activities but does not include administrative topics. Two specific Content types focus on particular aspects of content development: - ***Curriculum***, and - ***Service Activities***.

Program grade levels are designated as: ***Pre-K***, ***General K - 12***, ***Elementary***, ***Middle School/Junior High***, ***High School***, or ***Postsecondary***. Postsecondary is used for higher education, vocational education, GED equivalency, and young adult programs.

Resources are divided into two section; Section 1 contains books, reports, and other monographs; Section 2 contains journal articles. Within each section resources are organized by subject classification and then alphabetically by title.

HOW TO OBTAIN RESOURCES

The Clearinghouse does not circulate or distribute the resources listed in this publication. Information is included in each citation indicating where to obtain the resource. You may also be able to obtain some resources by requesting an interlibrary loan through your local librarian. We have listed the authoring organization as the source if that organization still distributes the guide. Some resources, particularly journal articles, are not available from the author. In these cases, we list one of the following document delivery organizations as the source:

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Springfield, VA 22153-2852
Phone: (800) 443-3742. Fax: (703) 440-1408.

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Journal articles marked as available from "University Microfilms Int'l." can be obtained from:

UMI InfoStore
500 Sansome St, Suite 400
San Francisco, CA 94111-3219
Phone: (800) 248-0360. Fax: (415) 433-0100.

Dissertations can also be ordered from the InfoStore location if you have a UMI deposit account. If not, order dissertations from:

UMI
300 North Zeeb Road
P.O. Box 1346
Ann Arbor, MI 48106-1346
Phone: (800) 521-3042. Fax: (800) 308-1586.

UnCover
Resources indicating the source as "UnCover" can be obtained from:

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Guides to Developing Service-Learning Programs
Resource Locator

Section 1 – Monographs																
CITATION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TYPE OF GUIDE																
General Program Development	X	X	X	X	X	X	X	X		X		X				
- General Administration																
– Collaboration														X		
– Funding																
– Legal Requirements																
– Staffing and Training																
– Program Evaluation																
- Content Development									X				X		X	
– Curriculum											X					X
– Service Activities																
GRADE LEVEL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Pre - K																
K - 12	X							X		X			X	X	X	X
– Elementary									X			X				
– Middle School/Junior High			X		X	X	X				X	X				
– High School		X		X			X				X					
Postsecondary								X		X						
SUBJECT CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Service-Learning - General	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Education																
- Experiential Education																
- Mentoring																
–Intergenerational Mentoring																
- Tutoring																
- Mediation/Conflict Resolution																
- Reflection																
Service																
- Community Service																
- National Service																
- Mandated Service																
- Volunteering																
- Social Action																
Youth Development																
- Leadership Development																
- Dropout Prevention																
- Resiliency																
- At Risk Youth																
- Disabled or Disordered Youth																
Societal Development																
- Citizenship		X	X	X	X											
- Cultural Literacy																
- Multicultural Development																
- Intergenerational Development																
- Community Development																
CITATION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

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Guides to Developing Service-Learning Programs
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Section 1 – Monographs																
CITATION NUMBER	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**
TYPE OF GUIDE																
General Program Development								X	X		X		X	X	X	
- General Administration																X
– Collaboration																
– Funding																
– Legal Requirements																
– Staffing and Training																
– Program Evaluation							X			X						
- Content Development																
– Curriculum	X	X	X	X	X	X						X				
– Service Activities														X		X
GRADE LEVEL	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**
Pre - K														X		
K - 12	X	X	X	X	X	X	X	X	X	X	X		X	X		X
– Elementary																
– Middle School/Junior High																
– High School												X			X	
Postsecondary														X		X
SUBJECT CLASSIFICATION	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**
Service-Learning - General	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Education																
- Experiential Education																
- Mentoring																
–Intergenerational Mentoring																
- Tutoring																
- Mediation/Conflict Resolution																
- Reflection																
Service																
- Community Service																
- National Service																
- Mandated Service																
- Volunteering																
- Social Action																
Youth Development																
- Leadership Development																
- Dropout Prevention																
- Resiliency																
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- Disabled or Disordered Youth																
Societal Development																
- Citizenship																
- Cultural Literacy																
- Multicultural Development																
- Intergenerational Development																
- Community Development																
CITATION NUMBER	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**

Guides to Developing Service-Learning Programs
Resource Locator

Section 1 – Monographs																
CITATION NUMBER	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
TYPE OF GUIDE																
General Program Development	X	X	X				X	X		X	X		X		X	X
- General Administration																
– Collaboration																
– Funding																
– Legal Requirements																
– Staffing and Training																
– Program Evaluation																
- Content Development				X	X	X			X			X		X		
– Curriculum																
– Service Activities																
GRADE LEVEL	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Pre - K																
K - 12	X	X	X	X			X		X	X	X			X	X	X
– Elementary						X										
– Middle School/Junior High					X	X		X								
– High School					X			X								
Postsecondary												X	X	X		
SUBJECT CLASSIFICATION	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Service-Learning - General	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Education																
- Experiential Education																
- Mentoring																
–Intergenerational Mentoring																
- Tutoring																
- Mediation/Conflict Resolution																
- Reflection																
Service																
- Community Service																
- National Service																
- Mandated Service																
- Volunteering																
- Social Action																
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- Disabled or Disordered Youth																
Societal Development																
- Citizenship																
- Cultural Literacy																
- Multicultural Development																
- Intergenerational Development																
- Community Development																
CITATION NUMBER	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48

Guides to Developing Service-Learning Programs
Resource Locator

Section 1 – Monographs																
CITATION NUMBER	**49**	**50**	**51**	**52**	**53**	**54**	**55**	**56**	**57**	**58**	**59**	**60**	**61**	**62**	**63**	**64**
TYPE OF GUIDE																
General Program Development		X	X	X	X											X
- General Administration																
– Collaboration																
– Funding						X										
– Legal Requirements																
– Staffing and Training																
– Program Evaluation																
- Content Development	X						X	X	X	X	X	X	X	X	X	
– Curriculum																
– Service Activities																
GRADE LEVEL	**49**	**50**	**51**	**52**	**53**	**54**	**55**	**56**	**57**	**58**	**59**	**60**	**61**	**62**	**63**	**64**
Pre - K																
K - 12			X	X		X								X	X	
– Elementary	X								X		X		X			
– Middle School/Junior High	X	X			X				X			X				X
– High School					X			X		X						X
Postsecondary							X									
SUBJECT CLASSIFICATION	**49**	**50**	**51**	**52**	**53**	**54**	**55**	**56**	**57**	**58**	**59**	**60**	**61**	**62**	**63**	**64**
Service-Learning - General	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Education																
- Experiential Education																
- Mentoring																
–Intergenerational Mentoring																
- Tutoring																
- Mediation/Conflict Resolution																
- Reflection																
Service																
- Community Service																
- National Service																
- Mandated Service																
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- Disabled or Disordered Youth																
Societal Development																
- Citizenship																
- Cultural Literacy																
- Multicultural Development																
- Intergenerational Development																
- Community Development																
CITATION NUMBER	**49**	**50**	**51**	**52**	**53**	**54**	**55**	**56**	**57**	**58**	**59**	**60**	**61**	**62**	**63**	**64**

Guides to Developing Service-Learning Programs
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Section 1 – Monographs																
CITATION NUMBER	**65**	**66**	**67**	**68**	**69**	**70**	**71**	**72**	**73**	**74**	**75**	**76**	**77**	**78**	**79**	**80**
TYPE OF GUIDE																
General Program Development			X	X				X		X	X	X		X		X
- General Administration																
– Collaboration																
– Funding																
– Legal Requirements																
– Staffing and Training																
– Program Evaluation									X							
- Content Development	X	X			X	X							X			
– Curriculum							X								X	
– Service Activities																
GRADE LEVEL	**65**	**66**	**67**	**68**	**69**	**70**	**71**	**72**	**73**	**74**	**75**	**76**	**77**	**78**	**79**	**80**
Pre - K																
K - 12			X	X	X			X	X			X	X			X
– Elementary		X														
– Middle School/Junior High	X	X				X	X			X	X			X	X	
– High School	X					X				X	X			X	X	
Postsecondary					X											X
SUBJECT CLASSIFICATION	**65**	**66**	**67**	**68**	**69**	**70**	**71**	**72**	**73**	**74**	**75**	**76**	**77**	**78**	**79**	**80**
Service-Learning - General	X	X	X	X												
Education																
- Experiential Education																
- Mentoring																
–Intergenerational Mentoring																
- Tutoring																
- Mediation/Conflict Resolution																
- Reflection					X	X	X									
Service								X	X							
- Community Service										X	X	X	X	X	X	X
- National Service																
- Mandated Service																
- Volunteering																
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Youth Development																
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- Citizenship																
- Cultural Literacy																
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- Intergenerational Development																
- Community Development																
CITATION NUMBER	**65**	**66**	**67**	**68**	**69**	**70**	**71**	**72**	**73**	**74**	**75**	**76**	**77**	**78**	**79**	**80**

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Section 1 -- Monographs																
CITATION NUMBER	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96
TYPE OF GUIDE																
General Program Development	X			X			X		X	X	X	X	X			X
- General Administration																
– Collaboration																
– Funding			X		X	X		X								
– Legal Requirements																
– Staffing and Training		X														
– Program Evaluation																
- Content Development														X	X	
– Curriculum																
– Service Activities																
GRADE LEVEL	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96
Pre - K																
K - 12		X	X	X	X	X	X	X	X							
– Elementary																
– Middle School/Junior High	X											X	X	X	X	X
– High School	X									X		X	X	X	X	
Postsecondary			X	X		X	X		X		X	X				
SUBJECT CLASSIFICATION	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96
Service-Learning - General																
Education																
- Experiential Education																
- Mentoring																
–Intergenerational Mentoring																
- Tutoring																
- Mediation/Conflict Resolution																
- Reflection																
Service																
- Community Service	X															
- National Service		X	X	X	X	X	X	X	X							
- Mandated Service										X						
- Volunteering											X	X				
- Social Action																
Youth Development													X			
- Leadership Development														X	X	
- Dropout Prevention																
- Resiliency																
- At Risk Youth																X
- Disabled or Disordered Youth																
Societal Development																
- Citizenship																
- Cultural Literacy																
- Multicultural Development																
- Intergenerational Development																
- Community Development																
CITATION NUMBER	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96

Guides to Developing Service-Learning Programs
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Section 1 – Monographs																
CITATION NUMBER	**97**	**98**														
TYPE OF GUIDE																
General Program Development	X	X														
- General Administration																
– Collaboration																
– Funding																
– Legal Requirements																
– Staffing and Training																
– Program Evaluation																
- Content Development																
– Curriculum																
– Service Activities																
GRADE LEVEL	**97**	**98**														
Pre - K																
K - 12	X	X														
– Elementary																
– Middle School/Junior High																
– High School																
Postsecondary																
SUBJECT CLASSIFICATION	**97**	**98**														
Service-Learning - General																
Education																
- Experiential Education																
- Mentoring																
–Intergenerational Mentoring																
- Tutoring																
- Mediation/Conflict Resolution																
- Reflection																
Service																
- Community Service																
- National Service																
- Mandated Service																
- Volunteering																
- Social Action																
Youth Development																
- Leadership Development																
- Dropout Prevention																
- Resiliency																
- At Risk Youth																
- Disabled or Disordered Youth	X															
Societal Development																
- Citizenship																
- Cultural Literacy																
- Multicultural Development																
- Intergenerational Development		X														
- Community Development																
CITATION NUMBER	**97**	**98**														

Guides to Developing Service-Learning Programs
Resource Locator

Section 2 – Journal Articles																
CITATION NUMBER	99	100	101	102	103	104	105	106	107	108	109	110	111			
TYPE OF GUIDE																
General Program Development	X		X	X		X	X	X	X	X	X	X	X			
- General Administration																
– Collaboration		X														
– Funding																
– Legal Requirements																
– Staffing and Training																
– Program Evaluation																
- Content Development																
– Curriculum					X											
– Service Activities																
GRADE LEVEL	99	100	101	102	103	104	105	106	107	108	109	110	111			
Pre - K																
K - 12			X	X			X	X		X	X					
– Elementary																
– Middle School/Junior High					X	X										
– High School					X	X						X	X			
Postsecondary	X	X	X	X	X		X	X	X							
SUBJECT CLASSIFICATION	99	100	101	102	103	104	105	106	107	108	109	110	111			
Service-Learning - General	X	X	X	X	X	X	X									
Education								X								
- Experiential Education																
- Mentoring																
–Intergenerational Mentoring																
- Tutoring									X							
- Mediation/Conflict Resolution																
- Reflection																
Service										X						
- Community Service											X	X				
- National Service																
- Mandated Service													X			
- Volunteering																
- Social Action																
Youth Development																
- Leadership Development																
- Dropout Prevention																
- Resiliency																
- At Risk Youth																
- Disabled or Disordered Youth																
Societal Development																
- Citizenship																
- Cultural Literacy																
- Multicultural Development																
- Intergenerational Development																
- Community Development																
CITATION NUMBER	99	100	101	102	103	104	105	106	107	108	109	110	111			

Service Learning - General

Citation	Title
1.	1994-95 Pennsylvania Service Learning Directory.
2.	Active Citizenship Today Field Guide [High School edition].
3.	Active Citizenship Today Field Guide [Middle School edition] .
4.	Active Citizenship Today Handbook for High School Teachers.
5.	Active Citizenship Today Handbook for Middle School Teachers.
6.	Adventure of Adolescence: Middle School Students and Community Service.
7.	Beyond Leaf Raking. Learning to Serve, Serving to Learn.
8.	Building Workers and Citizens for the 21st Century: Combining Service Learning and Work Based Learning.
9.	Children's Care Network: Report from Year One.
10.	Combining Service and Learning. A Resource Book for Community and Public Service. Volume 2.
11.	Community Service Learning Packet.
12.	Complete Guide to Learning through Community Service Grades K-9.
13.	Creating a Culture of Service: Effective Service Learning.
14.	Creating and Managing Partnerships for Service Learning Integration: a Guide for Service Learning Coordinators.
15.	Curriculum Connections. The Game that Teaches Integration of Service into Curricula.
16.	Curriculum for Caring: Service Learning with Behaviorally Disordered Students.
17.	Discovering the World of Community Service Learning: Student Detective Casebook.
18.	Discovering the World of Community Service Learning: Citizenship Service Learning Project Manual.
19.	Discovering the World of Community Service Learning: Conservation and Environment Service Learning Project Manual.
20.	Discovering the World of Community Service Learning: Conservation and Environment Service Learning Teacher's Guide and Manual.
21.	Discovering the World of Community Service Learning: Human Services Service Learning Project Booklet.
22.	Discovering the World of Community Service Learning: Literacy and Education Service Learning Project Manual.
23.	Doing Self Directed Study for Service Learning.
24.	Enriching Learning through Service.
25.	Enriching the Curriculum through Service Learning.
26.	Evaluation: the Key to Improving Service Learning Programs.
27.	Florida Learn and Serve 1994-95 Projects.
28.	Getting Acquainted through Literacy.
29.	Growing Hope: a Sourcebook on Integrating Youth Service into the School Curriculum.
30.	Helping Hands Grow in Community Service: a Guide to Service Learning.
31.	How to Establish a High School Service Learning Program.
32.	How to Guide for Reflection.
33.	I Love Community Service Cookbook.

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Service Learning - General

Citation	Title
34.	Infusing Service into School Programs.
35.	Introduction to Service Learning.
36.	Latin School 1995/96 Service Learning Handbook.
37.	Leadership for Empowerment Program Curriculum. An All Inclusive Service Learning Program for Junior High Youth.
38.	Learning by Giving. K-8 Service Learning Curriculum Guide.
39.	Learning by Serving: Two Thousand Ideas for Service Learning Projects. Hot Topics: Usable Research.
40.	Maryland's Best Practices: an Improvement Guide for School Based Service Learning.
41.	Model Learner Outcomes for Youth Community.
42.	Pennsylvania Service Learning Directory.
43.	Pocket Guide to Service Learning.
44.	Praxis I. Faculty Casebook on Community Service Learning.
45.	Praxis II. Service Learning Resources for University Students, Staff and Faculty.
46.	Profiles in Service. A Handbook of Service Learning Program Design Models.
47.	Removing Barriers: Service Learning in Rural Areas.
48.	Resource Guide for Doing Service Learning.
49.	Route to Reform: K-8 Service Learning Curriculum Ideas.
50.	Service Learning as an Integrated Experience in Middle School Education. An Introduction to Resources and Information.
51.	Service Learning for All Students.
52.	Service Learning Guidebook.
53.	Service Learning in the Social Studies.
54.	Service Learning Planning and Resource Guide.
55.	Serving to Learn: Adult Education.
56.	Serving to Learn: High School.
57.	Serving to Learn: Kindergarten through Eighth Grade.
58.	Standing Tall Teaching Guide Grades 10-12.
59.	Standing Tall Teaching Guide Grades 3-5.
60.	Standing Tall Teaching Guide Grades 6-9.
61.	Standing Tall Teaching Guide Grades K-2.
62.	Stick Your Neck Out: the Giraffe Project Handbook.
63.	Teacher's Guide to Environmental Service Learning.
64.	Things that Work in Community Service Learning.
65.	We Make a Difference: Community Service Learning Elective Courses.
66.	Whole Learning through Service: a Guide for Integrating Service into the Curriclulum. Kindergarten through Eighth Grade.
67.	Youth Making a Difference: a Training Resource Manual on Service Learning and Other Youth Service

Service Learning - General

Citation	Title
	Opportunities.
68.	Youth Partnership in Service. How You and Youth Can Make a Difference.

Reflection

Citation	Title
69.	How to Guide to Reflection. Adding Cognitive Learning to Community Service Programs.
70.	Learning from the Field Experience: a Guide for Student Reflection in Youth Participation Programs.
71.	Reflection: the Key to Service Learning. A Guide for Program Leaders.

Service

Citation	Title
72.	Leadership that Matters: a Guide for ASB and Service Club Officers and Advisors.
73.	Pennsylvania Serve America Grant: Implementation and Impact. Year 1.

Community Service

Citation	Title
74.	Assessing Growth Through Community Service.
75.	Building Bridges: Teens in Community Service.
76.	Community Service Projects: Citizenship in Action.
77.	Give Water a Hand. Youth Action Program.
78.	Power and Potential of Youth in Service to Communities.
79.	Writing for the Community.
80.	Young and Old Serving Together: Meeting Community Needs through Intergenerational Partnerships.
81.	Youth Service: a Guidebook for Developing and Operating Effective Programs.

National Service

Citation	Title
82.	AmeriCorps Youth Works: Directory of Training Providers.
83.	AmeriCorps, Learn and Serve America: a Resource Guide for National and Community Service Programs.
84.	California National and Community Service Technical Assistance Providers.
85.	Federal Support for National and Community Service. The National and Community Service Act of 1990 PL 101-610. A State Guide.
86.	Grantmaker's Guide to National and Community Service.
87.	National Service and Public Safety. Partnerships for Safer Communities.
88.	National Service Resource Guide: Strategies for Building a Diversified Funding Base.
89.	State Education Agency Guide for the National and Community Service Act of 1990.

Mandated Service

Citation	Title
90.	Opportunity for Experiential Service Learning. The High School Project Requirement.

Volunteering

Citation	Title
91.	Campus Volunteer Center: Mission, Models and Strategies.
92.	Leading the Way: Partners in Volunteerism. Conference Report on Youth and Volunteerism (New York, NY 1991).

Youth Development

Citation	Title
93.	Towards Excellence: Developing High Standards in Youth Programs.

Leadership Development

Citation	Title
94.	Youth as Trustees: a Curriculum Manual.
95.	Youth in Governance: a Board Committee Member Curriculum.

At Risk Youth

Citation	Title
96.	Self Esteem through Service: an Intergenerational Service Learning Experience for At Risk Students and Isolated Senior Adults.

Disabled or Disordered Youth

Citation	Title
97.	Special Education Service Learning Guide.

Intergenerational Development

Citation	Title
98.	Intergenerational Service Learning.

Service Learning - General

Citation	Title
99.	Integration of Service Learning into Leadership and Campus Activities.
100.	Joining Campus and Community through Service Learning.
101.	Learning for Life: When Do We Begin?
102.	Principles of Good Practices in Combining Service and Learning.
103.	Season of Service: Introducing Service Learning into the Liberal Arts Curriculum.
104.	Service Learning for Urban Youth: Joining Classroom and Community.
105.	Service Learning: Who Defines the Service and Where is the Learning?

Education

Citation	Title
106.	Community Service -- With a Smile.

Tutoring

Citation	Title
107.	Students Teaching Students: a Model for Service and Study.

Service

Citation	Title
108.	Resources for Community Service Learning.

Community Service

Citation	Title
109.	Earning an "A" in Idealism.
110.	Potential of Community Service to Enhance Civic Responsibility.

Mandated Service

Citation	Title
111.	Mandated Volunteerism: Is it Right? Do We Want it?

Service Learning - General

1. ***1994-95 Pennsylvania Service Learning Directory.***
Pennsylvania Service Learning Resource and Evaluation Network
1995, 60 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Pennsylvania Service Learning Resource Evaluation Network
School of Education, University of Pittsburgh, 5D21 Forbes Quadrangle, Pittsburgh, PA, 15260.
Phone: (412) 648-7196. Fax: (412) 648-7198.

2. ***Active Citizenship Today Field Guide [High School edition].***
Close Up Foundation
Constitutional Rights Foundation
1994, 196 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
■ High School

Close Up Foundation
44 Canal Plaza, Alexandria, VA, 22314.
Phone: (703) 706-3640. Fax: (703) 706-0000.

3. ***Active Citizenship Today Field Guide [Middle School edition] .***
Close Up Foundation
Constitutional Rights Foundation
1995, 188 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
☐ High School

Close Up Foundation
44 Canal Center Plaza, Alexandria, VA, 22314.
Phone: (703) 706-3640. Fax: (703) 706-0000.

4. ***Active Citizenship Today Handbook for High School Teachers.***
Close Up Foundation
Constitutional Rights Foundation
1994, 144 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
■ High School

Close Up Foundation
44 Canal Center Plaza, Alexandria, VA, 22314.
Phone: (703) 706-3640. Fax: (703) 706-0000.

5. ***Active Citizenship Today Handbook for Middle School Teachers.***
Close Up Foundation
Constitutional Rights Foundation
1995, 123 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
☐ High School

Close Up Foundation
44 Canal Center Plaza, Alexandria, VA, 22314.
Phone: (703) 706-3640. Fax: (703) 706-0000.

6. ***Adventure of Adolescence: Middle School Students and Community Service.***
Rolzinski, Catherine A.
Youth Service America
1990, 157 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
☐ High School

Youth Service America
1319 F St NW, Ste 900, Washington, DC, 20004.
Phone: (202) 296-2992.
Also available from:
EDRS

This book presents 7 case studies of middle school youth service programs that challenge their participants to change from takers to givers and from observers to active members of the community. Chapter 1 discusses new ways for responding to the needs of middle school youth and promoting community service. Chapter 2 describes a tutoring program in which Hispanic at risk middle school students tutor Hispanic at risk elementary school students. Chapter 3

describes a combined academic and community alternative for potential dropouts. Chapter 4 describes a program that helps keep middle school youth from being recruited into gangs. Chapters 5, 6 and 7 describe, respectively, programs that bring youth into nursing homes to enrich the lives of the elderly and to increase the understanding of the old by the young; involve junior high school students in community service projects; and place students in a school based community service program. Chapter 8 describes the integration of community service with learning in 40 schools; while Chapter 9 discusses lessons learned from the case studies in terms of youth services issues and new directions for middle school students. The book contains 2 brief forewords by Senator Dave Durenberger and Senator Edward M. Kennedy respectively. Related materials and a directory of case study programs are appended (ERIC).

7. ***Beyond Leaf Raking. Learning to Serve, Serving to Learn.***

Benson, Peter L.
Roehlkepartain, Eugene C.
Search Institute
1993, 123 pages.

Program Development Guide

- ☐ Pre-K
- ☐ K-12
- ☐ Elementary
- ■ Middle Sch./Junior High
- ■ High School
- ☐ Postsecondary

Search Institute
Thresher Square West, 700 S 3rd Street, Ste 210, Minneapolis, MN, 55415.
Phone: (612) 376-8955. Fax: (612) 376-8956.

8. ***Building Workers and Citizens for the 21st Century: Combining Service Learning and Work Based Learning.***

Cairns, Richard Dean Willits
Minnesota Commission on National and Community Service
Minnesota State Dept of Education
1994, 74 pages.

Program Development Guide

- ☐ Pre-K
- ■ K-12
- ☐ Elementary
- ☐ Middle Sch./Junior High
- ☐ High School
- ■ Postsecondary

Minnesota Educational Services
Capitol View Center, 70 W County Rd B2, Little Canada, MN, 55117.
Phone: (612) 296-4805.

9. ***Children's Care Network: Report from Year One.***
Boultan, Sarah
1994, 28 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
■ Elementary
☐ Middle Sch./Junior High
☐ High School

Michelle Bennett
Westwood Charter Elementary School, 2050 Selby Ave, Los Angeles, CA, 90025.
Phone: (310) 474-7788. Fax: (310) 475-1295.

10. ***Combining Service and Learning. A Resource Book for Community and Public Service. Volume 2.***
Kendall, Jane C., ed.
National Society for Internships and Experiential Education
1990, 528 pages.

Program Development Guide

☐ Pre-K ■ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

National Society for Experiential Education
3509 Haworth Dr, Ste 207, Raleigh, NC, 27609.
Phone: (919) 787-3263.

This publication is the second of three volumes of a resource book intended for anyone who wants to start, strengthen or support a program or course that combines community and public service with learning. This volume, which is organized in four parts, provides a variety of practical issues and ideas for programs and courses that combine service and learning. Part I contains twenty nine articles on topics including: project ideas for service learners of all ages, tips on establishing and cultivating school agency relationships, legal issues and the issue of compensation, youth program models and practical advice for recruitment. Parts II, III and IV contain profiles of specific programs and courses that combine service and learning. Specifically, Part II focuses on college and university courses and programs; Part III profiles programs and courses in twenty nine Kindergarten through twelfth grade schools; and Part IV describes community based organizations, government programs and youth serving agencies (ERIC).

11. ***Community Service Learning Packet.***
Kimeldorf, Martin
1994, 28 pages.

Content Development Guide -- Curriculum

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Martin Kimeldorf
6705 Gold Creek Dr SW, Tumwater, WA, 98512.

12. ***Complete Guide to Learning through Community Service Grades K-9.***
Stephens, Lillian S.
1995, 235 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
■ Elementary
■ Middle Sch./Junior High
☐ High School

Longwood Division
Allyn and Bacon Order Processing, PO Box 10695, Des Moines, IA, 50381-0695.
Phone: (800) 278-3525.

13. ***Creating a Culture of Service: Effective Service Learning.***
Buchen, Irving H.
Fertman, Carl I.
1994, 320 pages.

Content Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Marco Products, Inc.
1443 Old York Rd., Warminster, PA, 18794.
Phone: (800) 448-2197. Fax: (215) 956-9041.

This seven part series is introduced with a Program Manual which defines service learning, provides a brief history, reviews its use in grades K - 12 and with special populations, and outlines the service learning process. The series continues with six facilitator guides and student workbooks designed to build specific skills. The first book, "Heartbeats of the Community", introduces students to ways of exploring their communities and helps them develop a series of tentative conclusions about the community's key problems and possible solutions. The second book, "Working with Community Agencies", helps students connect with organizations and understand their role in the community. The third book, "Advisory Councils and Career Exploration", involves students in the creation of a council to support the school's service learning program. The fourth book, "Parents as Partners in Service Learning", involves parents in the process as resources. The fifth book, "Getting the Message Out", concentrates on effective promotion

and communication. The sixth book, " Empowering Youth", helps students take responsibility for their actions, manage time, organize, and evaluate progress.

14. ***Creating and Managing Partnerships for Service Learning Integration: a Guide for Service Learning Coordinators.***
Pitofsky, Jim
National Association of Partners in Education, Inc.
1994, 100 pages.

Administrative Guide -- Collaboration

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

National Association of Partners in Education
209 Madison St, Ste 401, Alexandria, VA, 22314.
Phone: (703) 836-4880. Fax: (703) 836-6941.

15. ***Curriculum Connections. The Game that Teaches Integration of Service into Curricula.***
National Dropout Prevention Center
1995, 0 pages.

Content Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

National Dropout Prevention Center
Clemson University, 205 Martin St, Box 34511, Clemson, SC, 29634-5111.
Phone: (864) 656-2599. Fax: (864) 656-0136.

Board game provides a simulated experience to assist educators in developing their skills for integrating service learning into their curriculum in order to enhance academic learning. The object of the game is for each team of four to six players to practice developing learning objectives which are connected to service learning projects. Includes game board, spinner, one playing piece, dice, three decks of Service Project cards, one deck of Last Chances cards, wipe-off crayon, and a set of record sheets.

16. ***Curriculum for Caring: Service Learning with Behaviorally Disordered Students.***
Nicolaou, Abe
Brendtro, Larry K.
Severe Behavior Disorders of Children and Youth. Monograph in series., p108-115 Sum 1983

Content Development Guide -- Curriculum

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Available from:
EDRS

Article excerpted from "Severe Behavior Disorders of Children and Youth. Monograph in Behavioral Disorders. Summer, 1983." The article reports the results of several years of efforts to directly teach caring behavior and values to troubled children and adolescents through a curriculum based on service learning. Provides concrete suggestions for developing successful projects. While this article is not available separately, the entire monograph is available from EDRS in microfiche form -- request ED239432.

17. ***Discovering the World of Community Service Learning: Student Detective Casebook.***
Pennsylvania Inst for Environmental and Community Service Learning
1992, 8 pages.

Content Development Guide -- Curriculum

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Pennsylvania Inst for Environmental and Community Service Learning
Philadelphia College of Textiles and Science, Henry Ave and Schoolhouse Lane, Philadelphia, PA, 19144.
Phone: (215) 951-0343. Fax: (215) 951-0345.

18. ***Discovering the World of Community Service Learning: Citizenship Service Learning Project Manual.***
Pennsylvania Inst for Environmental and Community Service Learning
1992, 8 pages.

Content Development Guide -- Curriculum

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Pennsylvania Inst for Environmental and Community Service Learning
Philadelphia College of Textiles and Science, Henry Ave and Schoolhouse Lane, Philadelphia, PA, 19144.
Phone: (215) 951-0343. Fax: (215) 951-0345.

19. ***Discovering the World of Community Service Learning: Conservation and Environment Service Learning Project Manual.***
Pennsylvania Inst for Environmental and Community Service Learning
1992, 8 pages.

Content Development Guide -- Curriculum

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☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Pennsylvania Inst for Environmental and Community Service Learning
Philadelphia College of Textiles and Science, Henry Ave and Schoolhouse Lane, Philadelphia, PA, 19144.
Phone: (215) 951-0343. Fax: (215) 951-0345.

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20. ***Discovering the World of Community Service Learning: Conservation and Environment Service Learning Teacher's Guide and Manual.***
Pennsylvania Inst for Environmental and Community Service Learning
1992, 22 pages.

Content Development Guide -- Curriculum

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Pennsylvania Inst for Environmental and Community Service Learning
Philadelphia College of Textiles and Science, Henry Ave and Schoolhouse Lane, Philadelphia, PA, 19144.
Phone: (215) 951-0343. Fax: (215) 951-0345.

21. ***Discovering the World of Community Service Learning: Human Services Service Learning Project Booklet.***
Pennsylvania Inst for Environmental and Community Service Learning
1992, 8 pages.

Content Development Guide -- Curriculum

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Pennsylvania Inst for Environmental and Community Service Learning
Philadelphia College of Textile and Science, Henry Ave and Schoolhouse Lane, Philadelphia, PA, 19144.
Phone: (215) 951-0343. Fax: (215) 951-0345.

22. ***Discovering the World of Community Service Learning: Literacy and Education Service Learning Project Manual.***
Pennsylvania Inst for Environmental and Community Service Learning
1992, 8 pages.

Content Development Guide -- Curriculum

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Pennsylvania Inst for Environmental and Community Service Learning
Henry Ave and Schoolhouse Lane, Philadelphia, PA, 19144.
Phone: (215) 951-0343. Fax: (215) 951-0345.

23. ***Doing Self Directed Study for Service Learning.***
Shumer, Robert
Berkas, Thomas H.
1992, 44 pages.

Administrative Guide -- Evaluation

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

National Service Learning Clearinghouse
R290 Vo Tech Ed Bldg, 1954 Buford Ave, University of Minnesota, St. Paul, MN, 55108-6197.
Phone: (800) 808-7378. Fax: (612) 625-6277.

This workbook is designed for use in training sessions to introduce service learning practitioners to the evaluation process and to generate a local support network for practitioners. The design portion guides the practitioner in developing a self directed study for their own program and is formatted for use with or without a formal training session. The first section lists 22 resources to assist users in doing research, particularly qualitative studies. The following section guides production of a needs analysis which defines information to be gathered, the audience who will use the information, and expected outcomes of using the information. Next, a formal study plan is written using the needs analysis. Two appendices provide additional tools for prioritizing study questions and determining the method of collecting and organizing data. Part 2 provides workbook examples and a sample plan to stimulate thinking. The final section reports actual workshop results.

24. ***Enriching Learning through Service.***
McPherson, Kate
Project Service Leadership
1989, 53 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Project Service Leadership
12703 NW 20th Ave, Vancouver, WA, 98685.
Phone: (360) 576-5070. Fax: (360) 576-5068.

25. ***Enriching the Curriculum through Service Learning.***
Kinsley, Carol W., ed.
McPherson, Kate, ed.
Association for Supervision and Curriculum Development
1995, 140 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Association for Supervision and Curriculum Development
1250 N Pitt St, Alexandria, VA, 22314-1453.
Phone: (703) 549-9110. Fax: (703) 549-3891.

26. ***Evaluation: the Key to Improving Service Learning Programs.***
Neal, Marybeth
Shumer, Robert
National Service Learning Cooperative
1994, 214 pages.

Administrative Guide -- Evaluation

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

National Service Learning Clearinghouse
R290 VoTech Ed Bldg, 1954 Buford Ave, University of Minnesota, St Paul, MN, 55108-6197.
Phone: (800) 808-7378. Fax: (612) 625-6277.

27. ***Florida Learn and Serve 1994-95 Projects.***
Follman, Joe, ed.
Kadel, Stephanie, ed.
Florida State Dept. of Education
Florida State Univ., Center for Civic Education and Service
1995, 126 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Florida Learn and Serve K-12
Center for Civic Education and Service, 930 W Park Ave, Tallahassee, FL, 32306-2059.
Phone: (904) 644-3174. Fax: (904) 644-3362.

Provides descriptions of 91 programs which received Learn and Serve America sub-grants for 1994-95. Each description includes the project title, school district, address, phone, fax, contact name, award amount, number of

participants, grade level, school type, and a narrative description. An appendix reviews the grant program and process for applications which were due May 1995.

28. ***Getting Acquainted through Literacy.***
Pennsylvania Inst for Environmental and Community Service Learning
4 pages.

Content Development Guide -- Curriculum

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
■ High School

Pennsylvania Inst for Environmental and Community Service Learning
Philadelphia College of Textiles and Science, Henry Ave and Schoolhouse Lane, Philadelphia, PA, 19144.
Phone: (215) 951-0343. Fax: (215) 951-0345.

Designed for literacy training programs, this folder includes language activities that evaluate the abilities of the learner and serve as ice breaker between the tutor and learner. A set includes 25 folders, instructions, and mid-year evaluation forms.

29. ***Growing Hope: a Sourcebook on Integrating Youth Service into the School Curriculum.***
Cairn, Rich Willits, ed.
Kielsmeier, James C., ed.
National Youth Leadership Council
1991, 247 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

National Youth Leadership Council
1910 W County Rd B, Roseville, MN, 55113-1337.
Phone: (612) 631-3672. Fax: (612) 631-2955.

30. ***Helping Hands Grow in Community Service: a Guide to Service Learning.***
Swierk, Marilyn
1994, 140 pages.

Program Development Guide

■ Pre-K ■ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

MS Innovations
PO Box 1526, North Kingstown, RI, 02852.
Phone: (401) 884-5510. Fax: (401) 885-9671.

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31. ***How to Establish a High School Service Learning Program.***
Witmer, Judith T.
Anderson, Carolyn S.
Association for Supervision and Curriculum Development
1994, 86 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
■ High School

Association for Supervision and Curriculum Development
1250 N Pitt Street, Alexandria, VA, 22314.
Phone: (703) 549-9110. Fax: (703) 549-3891.

32. ***How to Guide for Reflection.***
Parrillo, Lorraine
Pennsylvania Inst for Environmental and Community Service Learning
22 pages.

Program Development Guide

☐ Pre-K ■ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Brighton Press Inc.
64 Lempa Rd, Holland, PA, 18966.
Phone: (215) 357-5861.

33. ***I Love Community Service Cookbook.***
Kincaid, Phyllis
Youth Resources of Southwestern Indiana, Inc.
1994, 18 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Youth Resources of Southwestern Indiana
216 SE 3rd St, Evansville, IN, 47713.
Phone: (812) 421-0030. Fax: (812) 422-9143.

34. ***Infusing Service into School Programs.***
McPherson, Kate
29 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Project Service Leadership
12703 NW 20th Ave, Vancouver, WA, 98685.
Phone: (360) 576-5070. Fax: (360) 576-5068.

35. ***Introduction to Service Learning.***
Michigan K-12 Service Learning Center
22 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Michigan K-12 Service Learning Center
Erickson Hall, Ste 253, Michigan State University, East Lansing, MI, 48824.
Phone: (517) 432-2940. Fax: (517) 432-2352.

36. ***Latin School 1995/96 Service Learning Handbook.***
Latin School of Chicago
1995, 28 pages.

Content Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Latin School of Chicago
59 W North Blvd, Chicago, IL, 60610-1492.
Phone: (312) 573-4500.

The service learning program of The Latin School of Chicago calls students to become active participants in the community by learning about the community, engaging in responsible and challenging actions for the common good, and reflecting on those actions. The handbook lists service opportunity sites available to the Latin community and a collection of reflections made by volunteers. Service opportunities are organized by: 1.) disabilities; 2.) hunger or homeless; 3.) AIDS; 4.) hospitals; 5.) senior citizens; 6.) children or youth; and 7.) miscellaneous.

37. ***Leadership for Empowerment Program Curriculum. An All Inclusive Service Learning Program for Junior High Youth.***

Winson, Laura
Metropolitan Minneapolis YMCAs
1994, 94 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Leadership for Empowerment Program
Laura Winson, Ridgedale YMCA, 12301 Ridgedale Dr, Minnetonka, MN, 55305.
Phone: (612) 544-7708.

38. ***Learning by Giving. K-8 Service Learning Curriculum Guide.***

Cairn, Rich
Coble, Theresa L.
National Youth Leadership Council
1993, 254 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
■ Elementary
■ Middle Sch./Junior High
☐ High School

National Youth Leadership Council
1910 W County Rd B, St. Paul, MN, 55113-1337.
Phone: (612) 631-3672. Fax: (612) 631-2955.

Service learning provides a means to revitalize education by transforming the relationship between communities and schools. This guide provides teachers with the concrete tools needed to mobilize K-8 students in youth service programs. Part 1 introduces the concept of service learning and outlines potential outcomes. Part 2 offers ideas for starting a program including: scheduling, liability issues, family involvement, team building, and reflection. Learner outcomes are linked to specific curriculum areas. Describes initiative games to help students learn basic skills for projects and provides handouts and forms. Part 3 offers 15 sample activities grouped in K-2, 3-5, and 6-8 grade clusters and includes enrichment and remediation ideas. Reviews developmental levels of children to help identify characteristics students may bring to the experience. Part 4 lists supporting materials and organizations in directory form. The overall guide is indexed by topic and activities by issue area and academic subject.

39. ***Learning by Serving: Two Thousand Ideas for Service Learning Projects. Hot Topics: Usable Research.***
Follman, Joseph
Watkins, James
Southeastern Regional Vision for Education
1994, 108 pages.

Program Development Guide

- ☐ Pre-K
- ■ K-12
- ☐ Elementary
- ☐ Middle Sch./Junior High
- ☐ High School
- ☐ Postsecondary

SERVE Florida
345 S Magnolia Dr, Ste 23, Tallahassee, FL, 32301.
Phone: (800) 352-6001.
Also available from:
EDRS

Defining service learning as the formal integration of public service into student instruction and learning, this guide provides teachers with ideas for narrowing the gap between what students do in school and what they will do after they leave school. The example activities, derived from actual projects, demonstrate the nearly limitless range of possibilities for service learning. The guide is divided into four sections. The first section provides examples of interdisciplinary projects, by grade level: intergenerational projects, tutoring and mentoring projects, environmental and recycling projects, school improvement projects, and others. The second section offers single-discipline projects, by subject and grade level. The third section offers practical information on the steps involved in establishing service learning programs. The fourth section contains descriptions of useful publications on service learning and annotated lists of organizations at the local, state, regional, and national levels that can provide information and resources to people interested in initiating or expanding service learning. Throughout the guide, "Program Profiles" provide fuller descriptions of exemplary service learning programs in schools and organizations in the southeastern United States and across the country. Appendices contain standards for service learning, an exercise for identifying nearby service opportunities, a sample interdisciplinary planning form, and other information. Contains a 123-item bibliography. (ERIC)

40. ***Maryland's Best Practices: an Improvement Guide for School Based Service Learning.***
Maryland Student Service Alliance
1995, 69 pages.

Program Development Guide

- ☐ Pre-K
- ☐ K-12
- ☐ Elementary
- ■ Middle Sch./Junior High
- ■ High School
- ☐ Postsecondary

Maryland Student Service Alliance
Maryland State Department of Education, 200 W. Baltimore St., Baltimore, MD, 21201.
Phone: (410) 767-0358.

41. ***Model Learner Outcomes for Youth Community.***
Minnesota State Dept of Education
1992, 122 pages.

Content Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Minnesota Educational Services
Capitol View Center, 70 W County Rd B2, Little Canada, MN, 55117.
Phone: (612) 296-4805.
Also available from:
EDRS

This publication defines "service learning" as an instructional strategy in which students are involved in experiential education in real life settings and where they apply academic knowledge and previous experience to meet real community needs. The publication is intended for persons who are interested in enriching learning through community service. The centerpiece of the publication is a section that identifies the goals of this Minnesota program and lists individual service learning outcomes. One of the three program goals states that learners should understand the cause and effect relationship through "doing". Model learner outcomes associated with this goal and the others are put forth as examples to aid local school districts in implementing the program. The other sections of the guide present the mission, values, philosophy and goals of education, provide definitions and present ideas for integrating youth community service learning into the curriculum. Ten appendices feature resources, legislation and articles concerning youth service. A lengthy list of references also is included (ERIC).

42. ***Pennsylvania Service Learning Directory.***
Pennsylvania Service Learning Resource & Evaluation Network
1994, 33 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Pennsylvania Service Learning Resource & Evaluation Network
School of Education, University of Pittsburgh, 5D21 Forbes Quadrangle, Pittsburgh, PA, 15260.
Phone: (412) 648-7196. Fax: (412)648-7191.

43. ***Pocket Guide to Service Learning.***
Duckenfield, Marty, ed.
Wright, Jan, ed.
National Dropout Prevention Center
10 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

National Dropout Prevention Center
Clemson University, 205 Martin St., Box 345111, Clemson, SC, 29634-5111.
Phone: (864) 656-2599. Fax: (864) 656-0136.

44. ***Praxis I. Faculty Casebook on Community Service Learning.***
Galura, Joseph, series ed.
Howard, Jeffrey, ed.
1993, 199 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

OCSL Press
University of Michigan, Office of Community Service Learing, 2205 Michigan Union, Ann Arbor, MI, 48109.
Phone: (313) 763-3548. Fax: (313) 936-9345.

45. ***Praxis II. Service Learning Resources for University Students, Staff and Faculty.***
Galura, Joseph
Meiland, Rachel
1993, 438 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

OCSL Press
University of Michigan, Office of Community Service Learning, 2205 Michigan Union, Ann Arbor, MI, 48109.
Phone: (313) 763-3548. Fax: (313) 936-9345.

46. ***Profiles in Service. A Handbook of Service Learning Program Design Models.***
Urke, Brenda
Wegner, Maddy
1993, 178 pages.

Content Development Guide

☐ Pre-K ■ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

National Youth Leadership Council
1910 W. County Rd B, Roseville, MN, 55113-1337.
Phone: (612) 631-3672. Fax: (612) 631-2955.

Summarizes research conducted by the Serve America Curriculum Writing Project, describing effective methods of starting a service learning program with an academic focus. Describes project methodology and reports results by presenting models of two community based and three school based programs in Minnesota. Each profile describes background, mission, goals, funding sources, curricular strategies, replication, academic outcomes, community outcomes, and supporting materials. A separate section describes how each model meets the four National Youth Service Initiatives: (1) promotion of youth and leadership development; (2) integration of service learning into state and local curriculum; (3) linkage of project to education reform; and (4) linkage of the project to other major service efforts. The models profiled relate to homeless people, a river watch, special needs of at risk youth, youth employment and housing, and court correctional services.

47. ***Removing Barriers: Service Learning in Rural Areas.***
Parsons, Cynthia
Council of Chief State School Officers. Resource Ctr on Educ Equity
1993, 19 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Available from:
EDRS

Rural communities can successfully integrate service learning into academic subject areas. In service learning, students develop a deeper understanding of academic subjects while engaging in meaningful service to their school or greater community. Barriers to implementing service learning in rural areas include lack of time, transportation, student supervision and teacher experience. Schools can begin by identifying and expanding voluntary community service activities already being done by school age children and youth. Instructional time is not wasted when projects involve skills such as typing or proofreading a mailing list for a service agency, monitoring the local water supply or interviewing community residents. Innovative ways of finding transportation for students to engage in service activities are suggested. Experienced students and adult volunteers can serve as trainers and supervisors for new students entering a project. Teachers can be trained through courses in service learning or by mentors who supervise adult volunteers. Service learning in the school could involve peer tutoring, beautification projects or light maintenance. All these activities integrate help to the community with academic skill building (ERIC).

48. ***Resource Guide for Doing Service Learning.***

Herrity, Joseph P.
Iowa State Dept. of Education, Des Moines
1995, 14 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Office of Educational Services for Children, Families, and Communities
Iowa State Deptartment of Education, Grimes State Office Building, Des Moines, IA, 50319-0146.
Phone: (515) 281-3290.

Describes the state of Iowa's goals for service learning programs and defines an effective program. Outlines national priorities for Learn and Serve America programs. Reviews ten principles of good practice in combining service and learning. Outlines outcomes of youth service, strategies for implementing programs, and ideas for community service projects. Introduces intergenerational program goals and provides project ideas. A final section lists resources.

49. ***Route to Reform: K-8 Service Learning Curriculum Ideas.***

National Youth Leadership Council
1994, 127 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
■ Elementary
■ Middle Sch./Junior High
☐ High School

National Youth Leadership Council
1910 W County Rd B, St Paul, MN, 55113-1337.
Phone: (612) 631-3672. Fax: (612) 631-2955.

50. ***Service Learning as an Integrated Experience in Middle School Education. An Introduction to Resources and Information.***

Wegter, Dawn
Project Service Leadership
10 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
☐ High School

Project Service Leadership
12703 NW 20th Ave, Vancouver, WA, 98685.
Phone: (360) 576-5070. Fax: (360) 576-5068.

51. ***Service Learning for All Students.***
Fertman, Carl I.
Phi Delta Kappa Educational Foundation
1994, 38 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Phi Delta Kappa
Order Dept., PO Box 789, Bloomington, IN, 47402-0789.
Phone: (812) 339-1156.

52. ***Service Learning Guidebook.***
Dieleman, Steven W.
Kent Intermediate School District, Grand Rapids, MI
1995, 98 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Kent Intermediate School District
2930 Knapp NE, Grand Rapids, MI, 49505.
Phone: (616) 365-2271. Fax: (616) 364-1489.

53. ***Service Learning in the Social Studies.***
Constitutional Rights Foundation, Chicago
12 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Constitutional Rights Foundation Chicago
407 S Dearborn, Ste 1700, Chicago, IL, 60605.
Phone: (312) 663-9057.

54. ***Service Learning Planning and Resource Guide.***
Council of Chief State School Officers
1994, 277 pages.

Administrative Guide -- Funding

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Council of Chief State School Officers
1 Massachusetts Ave NW Ste 700, Washington, DC, 20001-1431.
Phone: (202) 336-7016. Fax: (202) 408-8072.

Guide aims at integrating service learning into the curriculum by assisting program leaders in identifying sources of funding and other program resources. The introduction includes charts depicting service learning outcomes and a continuum of curriculum integration. The funding guide lists 130 federal sources of funds supporting activities related to developiong K-12 service learning initiatives. Sources are arranged by their general purpose as follows: education; educational improvement; humanities or social sciences; mathematics, science, and technology; partnerships; school-to-work force; students with special needs; out of school youth; youth development; substance abuse prevention; health education; juvenile delinquency prevention; aging; child care; community development; environment; health care; human services; and literacy. Each profile lists eligibility requirements, funding amount, uses, agency name, and an example of a program which might be supported. Funding sources are also indexed. The resource guide lists 21 organizations which assist or produce materials to assist in program design and implementation. Each profile describes the organization's mission and lists services, projects, and publications. Another 15 organizations are briefly described. Complete contact information is provided for both funding sources and organizations.

55. ***Serving to Learn: Adult Education.***
South Carolina State Dept of Education
1994, 246 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

South Carolina Dept of Education
Office of Community Education, 1429 Senate St, Rm 906, Columbia, SC, 29201.
Phone: (803) 734-8451.

56. ***Serving to Learn: High School.***
South Carolina State Dept of Education
1994, 162 pages.

Content Development Guide

☐ Pre-K	☐ K-12	☐ Postsecondary
	☐ Elementary	
	☐ Middle Sch./Junior High	
	■ High School	

South Carolina Dept of Education
Office of Community Education, 1429 Senate St, Rm 906, Columbia, SC, 29201.
Phone: (803) 734-8451.

57. ***Serving to Learn: Kindergarten through Eighth Grade.***
South Carolina State Dept of Education
1994, 210 pages.

Content Development Guide

☐ Pre-K	☐ K-12	☐ Postsecondary
	■ Elementary	
	■ Middle Sch./Junior High	
	☐ High School	

South Carolina Dept of Education
Office of Community Education, 1429 Senate St, Rm 906, Columbia, SC, 29201.
Phone: (803) 734-8451.

58. ***Standing Tall Teaching Guide Grades 10-12.***
Giraffe Project
1993, 202 pages.

Content Development Guide

☐ Pre-K	☐ K-12	☐ Postsecondary
	☐ Elementary	
	☐ Middle Sch./Junior High	
	■ High School	

The Giraffe Project
197 2nd Street, PO Box 759, Langley, WA, 98260.
Phone: (360) 221-7989. Fax: (360) 221-7817.

59. ***Standing Tall Teaching Guide Grades 3-5.***
Giraffe Project
1993, 163 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
■ Elementary
☐ Middle Sch./Junior High
☐ High School

The Giraffe Project
, 197 2nd St, PO Box 759, Langley, WA, 98260.
Phone: (360) 221-7989. Fax: (360) 221-7817.

Program objectives of the Giraffe Project are to encourage youth to stand tall for the common good, acquire basic skills, and develop independent learning capabilities. Standing Tall uses examples of real people who improved the world by sticking their necks out to assist learning. The teaching guide is divided into four sections, each containing lesson plans, activity sheets, and suggestions for enrichment activities. Each lesson describes objectives, methods, group size, and required materials. A reference section lists Giraffe Projects to contact for information and materials, a bibliography, a membership application, and an evaluation form. The video introduces Ann and John Medlock, founders of the Giraffe Project, and profiles people who have been honored as Giraffes for the exemplary courage they have shown through community service.

60. ***Standing Tall Teaching Guide Grades 6-9.***
Giraffe Project
1992, 186 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
☐ High School

The Giraffe Project
197 2nd Street, PO Box 759, Langley, WA, 98260.
Phone: (360) 221-7989. Fax: (360) 221-7817.

61. ***Standing Tall Teaching Guide Grades K-2.***
Giraffe Project
1993, 196 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
■ Elementary
☐ Middle Sch./Junior High
☐ High School

The Giraffe Project
197 2nd St, PO Box 759, Langley, WA, 98260.
Phone: (360) 221-7989. Fax: (360) 221-7817.

62. ***Stick Your Neck Out: the Giraffe Project Handbook.***
Giraffe Project
1991, 87 pages.

Content Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

The Giraffe Project
197 2nd St, PO Box 759, Langley, WA, 98260.
Phone: (360) 221-7989. Fax: (360) 221-7817.

63. ***Teacher's Guide to Environmental Service Learning.***
Silcox, Harry C.
Pennsylvania Inst for Environmental and Community Service Learning
1995, 39 pages.

Content Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Brighton Press
64 Lempa Rd, Holland, PA, 18966.
Phone: (215) 357-5861.

64. ***Things that Work in Community Service Learning.***
Laplante, Lisa J., ed.
Kinsley, Carol W., ed.
Community Service Learning Center
1994, 129 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Community Service Learning Center
333 Bridge St, Ste 8, Springfield, MA, 01103.
Phone: (413) 734-6857. Fax: (413) 747-5368.

Provides curriculum for fifteen successful service learning projects. Each unit includes the program title; authors; school name and location; with a synopsis of content areas, grade level, academic objectives, community organizations, and student tasks. The first part of each description covers learning activities. The second part reviews program logistics, service activities, reflection, and celebration. An appendix lists resources.

65. ***We Make a Difference: Community Service Learning Elective Courses.***
Springfield Public Schools
1988, 47 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Community Service Learning Center
333 Bridge St, Ste 8, Springfield, MA, 01103.
Phone: (413) 734-6857. Fax: (413) 747-5368.

66. ***Whole Learning through Service: a Guide for Integrating Service into the Curriculum. Kindergarten through Eighth Grade.***
Kinsley, Carol W., ed.
Springfield Public Schools, MA
1991, 164 pages.

Content Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
■ Elementary
■ Middle Sch./Junior High
☐ High School

Community Service-Learning Center
333 Bridge St, Ste 8, Springfield, MA, 01103.
Phone: (413) 734-6857. Fax: (413) 747-5368.

Community service learning was implemented in the Springfield Public Schools to develop and instill in all students an awareness, understanding, and appreciation of community, citizenship, and the responsibilities each citizen has to help others. The first section establishes links between community service learning and specific academic curriculum and then outlines a method of developing a program. The next five sections present model programs based on five themes: intergenerational, homeless or hungry, citizenship, community health and safety, and environment. Each model includes an overview and examples of how service experiences can become the focus of an activity in school and in the community. Each example details learning objectives and outcomes, potential service recipients, curriculum activities, reflection activities, and supporting resources.

67. ***Youth Making a Difference: a Training Resource Manual on Service Learning and Other Youth Service Opportunities.***

Illinois Prevention Resource Center
1993, 240 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Illinois Prevention Resource Center
822 S College St, Springfield, IL, 62704.
Phone: (217) 525-3456.

68. ***Youth Partnership in Service. How You and Youth Can Make a Difference.***

Project Service Leadership
Youth Partnership in Service
Seattle Post Intelligencer
1993, 48 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Project Service Leadership
12703 NW 20th Ave, Vancouver, WA, 98685.
Phone: (360) 576-5070. Fax: (360) 576-5068.

Reflection

69. ***How to Guide to Reflection. Adding Cognitive Learning to Community Service Programs.***
Silcox, Harry C.
Pennsylvania Inst for Environmental and Community Service Learning
1993, 127 pages.

Content Development Guide

☐ Pre-K	■ K-12	■ Postsecondary
	☐ Elementary	
	☐ Middle Sch./Junior High	
	☐ High School	

Brighton Press Inc.
64 Lempa Rd, Holland, PA, 18966.
Phone: (215) 357-5861.

70. ***Learning from the Field Experience: a Guide for Student Reflection in Youth Participation Programs.***
Conrad, Daniel E.
National Commission on Resources for Youth, Inc
1982, 64 pages.

Content Development Guide

☐ Pre-K	☐ K-12	☐ Postsecondary
	☐ Elementary	
	■ Middle Sch./Junior High	
	■ High School	

Available from:
EDRS

The booklet suggests approaches and methods to help the teacher or program leader maximize students' learning from their community involvement. The purpose is to provide practical suggestions for encouraging young people to reflect on their participation in the community programs. The suggestions will help secondary students think about their experiences, write about them, share them with others, and learn from them. Four basic assumptions underlie the ideas and activities presented: youth participation programs can and should do more than simply release students from school in order to work in the community; growth and learning are not an automatic consequence of even the most engaging community experience; most people do not commonly reflect on the meaning of experience; and most teachers are looking for ways to help students learn from their experiences. The first two chapters of the booklet define what a program's reflective component should contain and suggest alternative ways of incorporating them into existing or new programs. The remaining chapters provide sample activities that can be directly applied or easily adapted to most observation reports, and develop a product. Activities which allow students to evaluate themselves are also provided (ERIC).

71. ***Reflection: the Key to Service Learning. A Guide for Program Leaders.***
City University of New York, Center for Advanced Study in Education
National Center for Service Learning in Early Adolescence
25 pages.

Content Development Guide -- Curriculum

- ☐ Pre-K
- ☐ K-12
- ☐ Elementary
- ■ Middle Sch./Junior High
- ☐ High School
- ☐ Postsecondary

Center for Advanced Study in Education
Graduate School and University Center of the City University, 25 W 43rd St, Ste 612, New York, NY, 10036-8099.
Phone: (212) 642-2946.

Service

72. ***Leadership that Matters: a Guide for ASB and Service Club Officers and Advisors.***
Project Service Leadership
Association of Washington School Principals
20 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Project Service Leadership
12703 NW 20th Ave, Vancouver, WA, 98685.
Phone: (360) 576-5070. Fax: (360) 576-5068.

73. ***Pennsylvania Serve America Grant: Implementation and Impact. Year 1.***
Fertman, Carl I.
Pennsylvania Service Learning Resource and Evaluation Network
Pittsburgh University School of Education
1993, 23 pages.

Administrative Guide -- Evaluation

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Available from:
EDRS

Under Subtitle B Part I, Serve America, of the National and Community Service Act of 1990, $1.1 million was awarded to fund 44 school based service learning programs in Pennsylvania. A study collected data on program implementation and impact on students, Serve America coordinators and supervisors during visits to 43 sites and at meetings with site coordinators. Disseminator (schools and community based organizations) and minigrant (service learning) programs were funded. 5 variables were evaluated as indicators of implementation: organizational commitment, parental support, advisory councils and materials. 10% of all programs benefited from all 5 variables being strong and reinforcing. More than 50% were implemented as planned. Generally, students expressed satisfaction, but their dissatisfactions included lack of support from school staff and other students, not enough time at sites and insufficient clarity concerning the program and their roles. The program increased coordinators' personal satisfaction and excitement, but added stress and work. Service learning had both a positive and negative impact on supervisors. Stressors were longevity and institutionalization of the programs, loss of funding and involvement of all students. Challenges were identified and recommendations were made to develop a vision statement and a work plan. 3 elements of an evaluation system were already in place: empowered evaluation, tracking and monitoring, and mentoring/consultant infrastructure (ERIC).

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Community Service

74. ***Assessing Growth Through Community Service.***
Crytzer, Betty
1993, 8 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Available from:
EDRS

The challenge of building assessment into the curriculum has led the author to closely examine the expected outcomes of her teaching. Her experiences with students participating in projects that involved helping needy people in the community demonstrate the difficulty and advantages of implementing authentic assessment. The middle school students she teaches have collected items for the needy, conducted a cross cultural study of the community, and planned visits to a retirement home. All of these projects have taught students the importance of teamwork, along with problem solving skills and consensus decision making skills. Students are also responsible for assisting in the development of evaluation criteria and assessments. Some assessment approaches that have been used are: (1) performance rating scales; (2) video assessment; (3) demonstrations; (4) audio tapes; and (5) written reflections on the activity. Benefits to the students and benefits to the teacher are recognized (ERIC).

75. ***Building Bridges: Teens in Community Service.***
Lutheran Brotherhood
10 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Lutheran Brotherhood
625 4th Ave S, Minneapolis, MN, 55415.
Phone: (612) 340-7000.

76. ***Community Service Projects: Citizenship in Action.***
Lipka, Richard P.
Phi Delta Kappan Educational Foundation
1985, 32 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Phi Delta Kappan
Order Dept., PO Box 789, Bloomington, IN, 47402-0789.
Also available from:
EDRS

This booklet examines the theory and practice of projects that involve secondary students in community services. Through such involvement, young people will develop positive attitudes toward community participation that will persist throughout their adult lives. Community service projects represent an important and exciting way to bring democracy to life for young people and to demonstrate to them that they can solve problems and make vital contributions to improving the quality of life in their communities. The booklet begins by discussing the place of community service in the school program. The rationale and objectives of a school citizenship program and criteria for community service projects are discussed. Some existing community projects involving secondary students are then described. Practical matters involved in developing community service programs are discussed. These include identifying community needs, defining personnel roles, scheduling and time considerations, financial considerations and project planning. The last two sections discuss evaluation of projects and the future with regard to community service education. The booklet concludes with a bibliography (ERIC).

77. ***Give Water a Hand. Youth Action Program.***
National 4H Council
Univ of Wisconsin, Madison. Univ. Extension
1994, 154 pages.

Content Development Guide

☐ Pre-K ■ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

University of Wisconsin Extension
Cooperative Extension, Environmental Resources Center, College of Agriculture & Life Science, Madison, WI, 53706.
Phone: (800) 928-3720.

78. ***Power and Potential of Youth in Service to Communities.***
Minnesota Office on Volunteer Services
1993, 96 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Minnesota Office on Volunteer Services
Department of Administration, 117 University Ave, St. Paul, MN, 55155.
Phone: (612) 296-4731. Fax: (612) 282-2411.

This book reviews why a community based organization should involve youth in service and describes how to start a youth service program. The forward and Chapter 1 explain the impact youth volunteerism has on youth, organizations, and communities. Chapter 2 distinguishes various types of youth service. Chapter 3 summarizes the history of youth service at the national level and within the state of Minnesota, reviewing important legislation, organizations, and programs. Chapter 4 prepares administrators to design youth service programs by outlining youth skills, youth viewpoints, and program examples for five age groups. Chapter 5 is designed as a workbook to guide organizations through the planning process, ensuring that components of an effective program are developed. Chapter 6 dicusses practical issues that program administrators often face such as legal responsibility and student transportation. Chapter 7 lists criteria for excellence to use in evaluating youth service programs and then briefly profiles 59 model programs from Minnesota. A resource directory lists 64 nation wide organizations that support youth service.

79. ***Writing for the Community.***
Write to Change, Inc.
1994, 176 pages.

Content Development Guide -- Curriculum

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Write to Change, Inc.
Clemson University, Strom Thurman Institute, Box 345130, Clemson, SC, 29634-5130.
Phone: (864) 656-4463. Fax: (864) 656-4780.

80. ***Young and Old Serving Together: Meeting Community Needs through Intergenerational Partnerships.***
Scannell, Tess
Roberts, Angela
Generations United
1994, 110 pages.

Program Development Guide

☐ Pre-K ■ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Generations United
c/o CWLA, 440 1st Street NW, Ste 310, Washington, DC, 20001-2085.
Phone: (202) 942-0315. Fax: (202) 638-4004.

81. ***Youth Service: a Guidebook for Developing and Operating Effective Programs.***
Conrad, Dan
Hedin, Diane
Independent Sector
1987, 71 pages.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
☐ Elementary
■ Middle Sch./Junior High
■ High School

Independent Sector
Publications Dept., 1828 L Street, Washington, DC, 20036.
Phone: (202) 223-8100.
Also available from:
EDRS

This guidebook was developed to provide assistance to persons wishing to begin, expand or promote programs of youth community service. It features examples of what young people already are doing and practical, down to earth ideas for designing, organizing, running, promoting and supporting youth service programs. Special attention is given to school based programs because that is where most of the young people are and where there are often the most difficult structural barriers to involvement. The first section, "What Youth Can Do", illustrates a number of ways in which youth can and do help in working with a variety of problems and populations. Next is a section entitled, "Program Models", outlining the ways in which community service can be integrated into the organizational structure of youth agencies and schools. The next five sections ("Setting Up the Projects", "Developing Your Own Projects", "Recruitment", "Liability" and "Transportation") deal with the nuts and bolts issues of starting a program and keeping it running smoothly. The next section, on "Learning from Service", offers practical suggestions for helping young people maximize the learning opportunities in their service experiences. The final two sections, "Rationale" and "Closing Note", summarize the key reasons to be involved with community service. The document contains some suggested exercises for teachers and others working in this field, and sample administrative forms, a short bibliography and a listing of youth service resources are included as appendixes (ERIC).

National Service

82. ***AmeriCorps Youth Works: Directory of Training Providers.***
Minnesota Commission
1995, 25 pages.

Administrative Guide -- Staffing & Training

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Minnesota Commission
550 Cedar St, Rm 683, St Paul, MN, 55101.

83. ***AmeriCorps, Learn and Serve America: a Resource Guide for National and Community Service Programs.***
Corporation for National Service
1994, 346 pages.

Administrative Guide -- Funding

☐ Pre-K ■ K-12 ■ Postsecondary
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Corporation for National Service
1201 New York Ave NW, Washington, DC, 20525.
Phone: (202) 606-5000. Fax: (202) 565-2786.

84. ***California National and Community Service Technical Assistance Providers.***
Youth Service California
1994, 100 pages.

Program Development Guide

☐ Pre-K ■ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Youth Service California
c/o Haas Center for Public Service, 558 Salvatierra Walkway, Stanford, CA, 94305-8620.
Phone: (415) 723-3803. Fax: (415) 725-7339.

85. ***Federal Support for National and Community Service. The National and Community Service Act of 1990 PL 101-610. A State Guide.***
Council of Chief State School Officers
1991, 22 pages.

Administrative Guide -- Funding

☐ Pre-K ■ K-12 ☐ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Council of Chief State School Officers
1 Massachusetts Ave NW, Ste 700, Washington, DC, 20001-1431.
Phone: (202) 336-7016. Fax: (202) 408-8072.

86. ***Grantmaker's Guide to National and Community Service.***
Honnet, Ellen Porter
Poulsen, Susan J.
Council on Foundations, Inc.
1994, 61 pages.

Administrative Guide -- Funding

☐ Pre-K ■ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Council on Foundations, Inc.
1828 L St NW, Washington, DC, 20036.
Phone: (202) 466-6512.

87. ***National Service and Public Safety. Partnerships for Safer Communities.***
National Crime Prevention Council
1994, 68 pages.

Program Development Guide

☐ Pre-K ■ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

National Crime Prevention Council
1700 K Street NW, 2nd Floor, Washington, DC, 20006-3817.
Phone: (202) 466-6272. Fax: (202) 296-1356.

88. ***National Service Resource Guide: Strategies for Building a Diversified Funding Base.***
Corporation for National Service
1994, 27 pages.

Administrative Guide -- Funding

☐ Pre-K ■ K-12 ☐ Postsecondary
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Corporation for National Service
1201 New York Ave NW, Washington, DC, 20525.
Phone: (202) 606-5000. Fax: (202) 565-2786.

89. ***State Education Agency Guide for the National and Community Service Act of 1990.***
Gomez, Barbara
Council of Chief State School Officers
1991, 140 pages.

Program Development Guide

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☐ High School

Council of Chief State School Officers
1 Massachusetts Ave NW, Ste 700, Washington, DC, 20001-1431.
Phone: (202) 336-7016. Fax: (202) 408-8072.

Mandated Service

90. ***Opportunity for Experiential Service Learning. The High School Project Requirement.***
Silcox, Harry C., ed.
Pennsylvania Inst for Environmental and Community Service Learning
Weston Institute
1992, 192 pages.

Program Development Guide

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- ☐ Elementary
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- ■ High School
- ☐ Postsecondary

Pennsylvania Inst for Environmental and Community Service Learning
Philadelphia College of Textiles and Science, Henry Ave and Schoolhouse Lane, Philadelphia, PA, 19144.
Phone: (215) 951-0343. Fax: (215) 951-0345.

Volunteering

91. ***Campus Volunteer Center: Mission, Models and Strategies.***
Coburn, Mary Bittner
1991, 30 pages.

Program Development Guide

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- ■ Postsecondary

Available from:
EDRS

The purpose of this paper is to provide information to practitioners who are establishing and implementing volunteer programs on their campuses. First, the historical and contemporary roots of civic participation by students in American higher education is explored in three historical phases: (1) higher education as preparing an elite group of men for service in the secular and religious life of the new nation; (2) higher education's post Civil War development of specialized academic disciplines; and (3) the current concentration on developing and training experts rather than producing generally educated people. Next, the paper examines the types of volunteer programs currently found on college campuses. This is followed by a discussion of the essential components that make up a model volunteer program in higher education, including: the need for collaboration and communication between the institution and community agencies; financial support from the college, and ideally, the community; comprehensive training and support for participating college students as well as those who are being helped. Finally, the paper discusses two stages of assessment that are necessary in order to implement a volunteer program, and concludes by listing ten characteristics of an effective service learning volunteer program. Contains twenty eight references (ERIC).

92. ***Leading the Way: Partners in Volunteerism. Conference Report on Youth and Volunteerism (New York, NY 1991).***
Junior League of the City of New York, Inc
1993, 39 pages.

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Available from:
EDRS

This report summarizes the proceedings of a conference, "Leading the Way: Partners in Volunteerism," that brought together 170 educators, nonprofit organizations and students to promote youth volunteerism. In a series of plenary sessions and workshops, attendees discussed the issues that have an impact on the creation and operation of effective volunteer programs for young people. Following the introduction and opening statements, session topics included: (1) successfully recruiting young volunteers; (2) keeping young people involved in a volunteer program; (3) how to make a volunteer experience meaningful; (4) leadership opportunities for young volunteers; (5) practical realities of using young volunteers; (6) plenary session with keynote speech by J. Richard Munro; (7) supervising young volunteers; (8) getting young volunteers off to a good start; (9) training for school and nonprofit staff; (10) locating resources; (11) how nonprofits and schools can work together more effectively; and (12) model programs. Contains 51 resources and suggested readings (ERIC).

Youth Development

93. ***Towards Excellence: Developing High Standards in Youth Programs.***
Harrington, Diane
National Commission on Resources for Youth, Inc.
1983, 24 pages.

Program Development Guide

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Available from:
EDRS

Examination of 4 programs in which young people have consistently excelled shows common elements, despite differences in setting, population and goals. The 4 programs, which exemplify problem solving, peer counseling, community service and communication, respectively, include: (1) the Youth Action Program in New York City, a community improvement program created and run by East Harlem youth with the help of adult facilitators; (2) the Rap Room, located in a Hartsdale, New York, high school, a drop in peer counseling center staffed by students trained by a school psychologist; (3) the Family Life Theatre in New York City, in which, with the help of adult mentors, high school students develop and present short skits on health related issues for other young people and community groups; and (4) Youth Communication/Chicago Center in Chicago, Illinois, in which teenagers, with the help of adult facilitators, work to promote positive ideas about the role of adolescents in society. Elements common to all, and which seem to be requisites for excellence, are meaningful and challenging work, a collaborative group that allows for both structure and flexibility and provides responsible roles for youth, facilitating roles for adults that permit careful preparation and training of youth, opportunities for reflection and rewards for excellence (ERIC).

Leadership Development

94. ***Youth as Trustees: a Curriculum Manual.***
Community Partnerships with Youth, Inc.
1994, 332 pages.

Content Development Guide

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Community Partnerships with Youth, Inc.
2000 N Wells St, Ft Wayne, IN, 46808.
Phone: (219) 422-6493.

95. ***Youth in Governance: a Board Committee Member Curriculum.***
Community Partnerships with Youth, Inc.
1994, 326 pages.

Content Development Guide

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Community Partnerships with Youth, Inc.
2000 N Wells St, Fort Wayne, IN, 46808.
Phone: (219) 422-6493.

At Risk Youth

96. ***Self Esteem through Service: an Intergenerational Service Learning Experience for At Risk Students and Isolated Senior Adults.***

Hammack, Barbara
Interages
1993, 48 pages.

Program Development Guide

- ☐ Pre-K
- ☐ K-12
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- ☐ High School
- ☐ Postsecondary

Interages
9411 Connecticut Ave, Kensington, MD, 20895.
Phone: (301) 949-3551. Fax: (301) 949-3190.

Disabled or Disordered Youth

97. ***Special Education Service Learning Guide.***
Maryland State Department of Education
1993, 282 pages.

Program Development Guide

☐ Pre-K ■ K-12 ☐ Postsecondary
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☐ High School

Maryland Student Service Alliance
Maryland State Department of Education, 200 W Baltimore St, Baltimore, MD, 21201.
Phone: (410) 767-0358.

Guide introduces service learning as a method of teaching citizenship, instilling a service ethic, and helping students acquire skills. The fundamentals of an effective program -- preparation, action, reflection, and celebration -- are explained. Discusses service learning for students with disabilities, covering curricular modifications, technology, and partial participation. Describes possible projects for students with varying abilities and needs. Outlines social, personal, and intellectual outcomes of service learning. Offers techniques for meshing service with instruction and for developing supportive relationships in schools and communities. The final part provides ideas by listing activities and projects organized by skill or by a particular issue. The skill activities include: determining abilities and interests, communication, and problem solving. The issues section includes projects dealing with the environment, literacy, poverty, senior citizens, substance abuse, tolerance, and serving the school. Activities are designed to mix and match in order to tailor individual programs.

Intergenerational Development

98. ***Intergenerational Service Learning.***

Angelis, Jane
Southern Illinois Univ., Carbondale
Intergenerational Initiative
Illinois State Board of Higher Education
1990, 65 pages.

Program Development Guide

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Available from:
EDRS

This report presents the feelings, ideas, and recommendations of 349 individuals in Illinois who attended Circle of Helping meetings, seven regional meetings held in early 1990 to create momentum for intergenerational program development, to increase awareness of the benefits of intergenerational programs, and to emphasize the interdependence of generations. A summary of the meetings focuses on such issues as generational conflict and harmony, aging education, getting started, intergenerational communication, and public relations. A section on strategies for the future considers the possibility of schools in the future including older adults as an integral part of all educational levels. A total of 13 recommendations are made in the areas discussed in the summary section. One important aspect of the Circle of Helping meetings was to highlight model intergenerational programs already in operation; a section on intergenerational service learning model programs briefly describes such programs in the areas of national intergenerational programs, day care, nursing home visiting, career days, adopt a grandparent, reading and literacy, tutoring, students serving seniors, latchkey programs, pen pals, mentoring, library programs, special events, guest lectures, oral history/interviewing/storytelling, patient simulation, social clubs and camps, drug abuse prevention, pregnancy prevention, advocacy, delinquency prevention, the arts, and health. Education model programs for the aged are also described. Relevant materials are appended. (ERIC)

Service Learning - General

99. ***Integration of Service Learning into Leadership and Campus Activities.***
Delve, Cecilia I.
Rice, Kathleen L.
New Directions for Student Services, n50 p55-64 1990.

Program Development Guide

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Available from:
UnCover

100. ***Joining Campus and Community through Service Learning.***
Cotton, Debbie
Stanton, Timothy K.
New Directions for Student Services, n50 p101-110 1990.

Administrative Guide -- Collaboration

☐ Pre-K ☐ K-12 ■ Postsecondary
☐ Elementary
☐ Middle Sch./Junior High
☐ High School

Available from:
UnCover

101. ***Learning for Life: When Do We Begin?***
Perrone, Vito
Equity and Excellence in Education, v26 n2 p5-8 Sep 1993.

Program Development Guide

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Available from:
University Microfilms Int'l., UnCover

Explores community service learning as a way of revitalizing schools while integrating students into life in their communities. Service learning needs to be more than a single activity so that students see it in more than school terms. Several examples of student service projects are given (ERIC).

102. ***Principles of Good Practices in Combining Service and Learning.***
Kendall, Jane C.
Journal of Cooperative Education, v27 n2 p93-98 Win 1991.

Program Development Guide

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Available from:
University Microfilms Int'l., UnCover

An effective service learning program (1) engages people in responsible, challenging actions; (2) articulates clear service and learning goals; (3) allows those with needs to define those needs; (4) expects genuine, sustatined commitment; (5) includes training, supervision, monitoring, support, recognition, and evaluation; and (6) encourages participation by and with diverse populations. (ERIC)

103. ***Season of Service: Introducing Service Learning into the Liberal Arts Curriculum.***
Barber, Benjamin R.
Battistoni, Richard
Political Science and Politics, p235-40 Jun 1993.

Content Development Guide -- Curriculum

☐ Pre-K ☐ K-12 ■ Postsecondary
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Available from:
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104. ***Service Learning for Urban Youth: Joining Classroom and Community.***
Schine, Joan G.
Binnco, Diana
Middle School Journal, p40-42 Mar 1992.

Program Development Guide

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Available from:
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105. ***Service Learning: Who Defines the Service and Where is the Learning?***
Roberts, George B.
Independent School, v41 n1 p59-62 Oct 1981.

Program Development Guide

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☐ High School

Available from:
University Microfilms Int'l., UnCover

Student volunteerism can include direct service, research and community education and advocacy service. Alert observation and informed questioning are at the heart of learning from nonclassroom experience (ERIC).

Education

106. ***Community Service -- With a Smile.***
Kaye, Cathryn Berger
School Safety, p4-7 Spr 1989.

Program Development Guide

☐ Pre-K ■ K-12 ■ Postsecondary
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☐ High School

National School Safety Center
16830 Ventura Blvd, Ste 200, Encino, CA, 91436.

School based youth community service programs are helping students develop individual and social responsibility, and build intergenerational bonds. Elements necessary to reap maximum benefit are described followed by five examples of nationally recognized programs. Project ideas and factors for success are offered (ERIC).

Tutoring

107. ***Students Teaching Students: a Model for Service and Study.***
Dillon, Peter W.
Van Riper, Robyn
Equity and Excellence in Education, v26 n2 p48-52 Sep 1993.

Program Development Guide

☐ Pre-K	☐ K-12	■ Postsecondary
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Available from:
University Microfilms Int'l., UnCover

Describes the community service learning (CSL) activities of the Students Teaching Students program at LEAD USA in Williamstown (Massachusetts), a program that lets students set their own learning goals and receive college credit for CSL. The Berkshire Energy Project through Williams College, one model of this program, is described (ERIC).

Service

108. ***Resources for Community Service Learning.***
Jones, Byrd L.
Kinsley, Carol W.
Equity and Excellence in Education, v26 n2 p74-76 Sep 1993.

Program Development Guide

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Available from:
University Microfilms Int'l., UnCover

Selected resources for community service learning are presented in the following categories: (1) service learning (17 resources); (2) adolescents today (6 resources); (3) interorganizational and community relations (5 resources); and (4) assessment (5 resources) (ERIC).

Community Service

109. ***Earning an "A" in Idealism.***
Harrington Lueker, Donna
American School Board Journal, v177 n3 p34-37 Mar 1990.

Program Development Guide

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Available from:
University Microfilms Int'l., UnCover

Schools are experimenting with community service programs. Among these are service based intervention programs for at risk children and K-12 curricula of community service. Cites examples, the characteristics of effective programs and proposed federal legislation (ERIC).

110. ***Potential of Community Service to Enhance Civic Responsibility.***
Rutter, Robert
Newmann, Fred M.
Social Education, v53 n6 p371-374 Oct 1989.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
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Available from:
University Microfilms Int'l., UnCover

Offers information useful to educators interested in implementing community service programs. Provides estimates of students' participation in community service in U.S. high schools; describes the nature of the programs and students' experiences; and reports data which illustrate that the potential for influencing civic responsibility may not yet have been realized (ERIC).

Mandated Service

111. ***Mandated Volunteerism: Is it Right? Do We Want it?***
Morris, Christine
National School Boards Association
Updating School Board Policies, v23 n7 p1-4 Sep 1992.

Program Development Guide

☐ Pre-K ☐ K-12 ☐ Postsecondary
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■ High School

Available from:
EDRS

Issues in requiring community service for high school graduation are addressed in this document. The debate is not whether community service is valuable, but whether making it mandatory lessens its positive effects. Proponents of mandating student volunteerism argue that it provides a valuable learning experience; gets all students involved; creates school/community links; ensures a wide ranging service program for each district; and teaches responsibility. Opponents raise the following concerns: cost and adequate resources; liability; evaluation; and the unpopularity of mandates. The elements of a community service action plan, whether voluntary or mandated, are outlined: the orientation program; the action; periodic school supervision; student reflection and evaluation. Eight stages of community planning are also highlighted. A final consideration is that of the school board member's role (ERIC).